

NORTHCENTRAL MONTANA UPWARD BOUND

Student Application Packet

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STUDENT DIRECTIONS

Student Selection will be based on eligibility, potential, and need. It will be very important for each interested student to complete all parts of the student application packet. Read each page carefully, and complete parts that you are being asked to complete. You will need your Parents/Guardians signature on some of the forms, it will be your responsibility to get the forms to your parents, get the signatures and get the forms back to the school. Also, it is very important that your families income is verified, so please attach the necessary information. It will be up to you to select a teacher to complete a recommendation form on you. The same with the Counselor/Liaison form. When your application packet is complete, return it to the counselor's office or to the Upward Bound staff. I encourage all students to apply. This is going to be a fantastic opportunity for those of you that have the potential, but may not make it to or through that first year of college.

NORTHCENTRAL MONTANA UPWARD BOUND

Fact Sheet

What is Upward Bound?

The North Central Montana Upward Bound Program has been funded by the U.S. Department of Education through a proposal submitted by the Fort Belknap Education Department. This began September 1, 1989. Upward Bound is designed to assist in preparing qualifying high school students for college, or post-high school educational experience.

Who qualifies for Upward Bound?

Any high school student (in the North Central Montana Upward Bound target school area) who has completed the eighth(8th) grade, but has not yet entered their senior (12th) year, and between the ages of 13 and 19 years of age could be eligible. These students must also meet the low-income and/or first generation college student, (U.S. Department of Education's guidelines), and have a need for Upward Bound services. An application packet must be completed.

What is having a “Need” for Upward Bound services?

Upward Bound students must have a need for Upward Bound services. Potential college bound students need support in order to successfully pursue a program of education beyond high school. A “Need” for the Upward Bound Program must be identified for each student. Some of the types of need are: 1) High school academic background, 2) Lack of exposure to educational/cultural opportunities, 3) Lack of access to or support from those who can provide information, insight, and advice concerning preparation for post-secondary education.

What Services does Upward Bound provide students?

The Upward Bound Program has 2 components:

- 1) Academic Year Component - Selected students will be required to participate in weekly tutor/advising sessions (which will be scheduled with the student and their tutor). These sessions will be conducted by experienced individuals, and are designed to assist students with academic contact clarification, academic advising, personal counseling, and career counseling. Also educational activities such as career day, college days, etc. the students will be expected to participate in a number of these. Students will be able to earn stipends.
- 2) Summer Component - The same selected students will be required to participate in a 6 week summer program at Northern Montana College. Non-bridge students (9th grade - 11th grade) will be attending basic skills classes along with a few electives. These will be taught by certified instructors. Entertainment, recreational activities, trips, fun times, etc. will be scheduled in on a daily basis. Students will be staying on campus during the week and going home on weekends. Bridge students (12th graders) will be taking college level courses and receiving credit. High school credit may be awarded upon successful completion. Students will be able to earn stipends in this component also.

How much does it cost to receive Upward Bound services?

All Upward Bound services are provided free of charge to all selected students. Tutoring, summer lodging, food, travel, books, tuition, and most entertainment costs are covered by the Upward Bound Program.

Who do I contact for more information and a student application?

The North Central Montana Upward Bound Program's office is located at the Fort Belknap Agency in the Tribal Administration building, Education Department. Jodi Abbott, Director and Henry Brockie, Administrative Assistant will be available to answer questions and assist however possible. Our mailing address: R.R. 1 Box 66, Fort Belknap Education Department, Harlem, MT 59526. Telephone: (406)353-8402 or (406) 353-8401. The Upward Bound email address is: ncmub@fortbelknapnations-nsn.gov. If you have any questions or concerns, please contact us.

*The Fort Belknap Indian Community and Fort Belknap Education Department are committed to providing a Drug Free workplace in accordance with the Drug Free Work Place Act of 1988.

NORTHCENTRAL MONTANA UPWARD BOUND

Confidentiality Statement

The personal information you give to the Upward Bound Program is given to the federal government (Department of Education). The information is protected by the Privacy Act. No one may see the information unless they work with or for the Upward Bound Program or are specifically authorized to determine if you are eligible to participate in the program and help the government to measure your success. The Department of Education has authority to gather information to help make Upward Bound a better program (20 USC 1231a).

Great Care is taken to make sure that the personal information collected on Upward Bound Students is kept confidential. Information or record relating to individual Upward Bound students or group(s) of students who are participating or have participated in Upward Bound projects shall not be disclosed to any person, group, agency, or organization without the expressed permission of the Director of the U.S. Department of Education.

Student Application

Date of Application: _____

NAME: _____ AGE: _____ SEX: _____ DATE OF BIRTH: _____
 First Middle Last

ADDRESS: _____

Box/Street	City	State	Zip

SOCIAL SECURITY NUMBER: _____ RACE/ETHNICITY: _____ American Indian/Alaskan Native
(Please Check) _____ Asian

AMERICAN CITIZEN(Please Circle): **YES** **NO**

HOME PHONE #: _____

EMERGENCY PHONE #: _____

CURRENT SCHOOL: _____ GRADE: _____

MOTHER'S /(Guardian's) NAME: _____ PHONE: _____

ADDRESS: _____ SOCIAL SECURITY NUMBER: _____
City State Zip

EDUCATIONAL LEVEL (Circle Grade Completed): 5 6 7 8 9 10 11 12 13 14 15 16

PLEASE CIRCLE: High School Graduate : **YES** **NO** College Graduate (BA/BS): **YES** **NO**

M.A.: YES NO

PH.D.: YES NO

Mother's (Guardian's) Signature

FATHER'S /(Guardian's) NAME: _____ PHONE: _____

ADDRESS: _____ SOCIAL SECURITY NUMBER: _____
City State Zip

EDUCATIONAL LEVEL (Circle Grade Completed): 5 6 7 8 9 10 11 12 13 14 15 16

PLEASE CIRCLE: High School Graduate : **YES** **NO** College Graduate (BA/BS): **YES** **NO**

M.A.: YES NO

PH.D.: **YES** **NO**

Father's (Guardian's) Signature

(IMPORTANT: All information MUST be completed!)

Student Questionnaire

NAME: _____ AGE: _____
Last First Middle

HIGH SCHOOL ATTENDING: _____ GRADE: _____

COLLEGE INFORMATION:

What college do you plan on attending? _____

Major: _____ Minor: _____

SPECIAL RECOGNITIONS:

Please list any extra honors or awards that you have received: _____

SCHOOL INFORMATION:

Please list any clubs, teams, groups, or committees that you served on while in school, and if you held an office, please specify: _____

CIVIC, CHURCH, COMMUNITY INVOLVEMENT:

Have you ever participated in any civic, church, or community activities?

FUTURE PLANS:

What are your future plans and goals? _____

NEED:

Please state why you feel you have a need for Upward Bound Services? _____

*If you feel any information has been omitted, please feel free to add it on a separate sheet of paper.

Student Contract of Agreement to Participate

The undersigned parties agree to the performance standard set forth in this agreement. Continued participation in the North Central Montana Upward Bound program is contingent upon all parties carrying out their part of this agreement.

- 1) Willingness to complete the student application packet.
- 2) Willingness to provide income information and verification.
- 3) Attendance - willingness to attend scheduled tutoring/contact sessions and activities during the academic year.
- 4) Attendance to the summer session and activities.

ALL FORMS IN THIS PACKET MUST BE COMPLETE BEFORE THEY WILL BE VIEWED AND CONSIDERED FOR SELECTION. ALL ANSWERS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

I hereby apply for admission to the North Central Montana Upward Bound Program, and I agree to abide by the rules and regulations set forth in the program.

Student Signature

Date

Mother/Guardian Signature

Date

Father/Guardian Signature

Date

Records Release Statement

I hereby request that the North Central Montana Upward Bound Program have access to my secondary and post-secondary academic records. The Upward Bound program requires my academic information for advisement purposes while I am a high school student, and to track my progress towards completion for a post-secondary degree while I am in attendance at a post-secondary institution. Their access to my academic records is required by Upward Bound's funding agency (U.S. Department of Education).

Information requested by the Upward Bound staff will include:

High School Transcripts
Quarterly Grade Reports
High School Class Schedule
Achievement Test Scores
College Transcripts
College Financial Aid Transcripts

I fully understand that the Upward Bound program will request the information for only the purposes mentioned above, and that they will observe my confidentiality through proper maintenance of academic reports in secure files that will be inaccessible by any person other than the Upward Bound staff.

The following information needs to be completed in front of a Notary Public:

Student Name

Student Signature

Social Security Number

Date of Birth

Parent/Guardian Name

Parent/Guardian Signature

Date

Notary, State of Montana

Date

Commission Expires

Student Income Statement

The following section is an essential part of your application packet. This is the financial section. The financial form must be filled out completely, signed, and accompanied by a copy of **income verification**.

Student's name: _____ (If this application is for two or more siblings, please fill out this section only once for the family).

Father/Guardian's Name: _____ Occupation: _____

Place of Employment: _____ Work Phone: _____

Mother/Guardian's Name: _____ Occupation: _____

Place of Employment: _____ Work Phone: _____

1. Total # in household: _____, Please list names of each household members: _____

2. If you filed an income tax return, please attach a copy of it.

3. If you did not file an income tax return, please complete the attached "Affidavit for Non-Tax Filers" and attach a copy of proof of income.

4. Please check any of the following benefits you may receive and attach verification:

AFDC: _____, GA _____, Social Security _____, Child Support _____, Veteran's _____,

Other (please specify) _____

5. If there has been any changes in your family's financial conditions, please explain:

6. **A COPY OF YOUR INCOME MUST BE ATTACHED** (you may put it in a sealed envelope).

I HEREBY AFFIRM THAT ALL INFORMATION LISTED UNDER THE FINANCIAL SECTION OF THIS APPLICATION IS TRUE AND CORRECT. I ALSO UNDERSTAND THAT A FALSE STATEMENT OF MISREPRESENTATION WILL MAKE THE APPLICANT INELIGIBLE FOR THE NORTHCENTRAL MONTANA UPWARD BOUND PROGRAM.

Parent/Guardian Signature

Affidavit For Non-tax Filers
To Be Reported by the Parents/Guardians

I hereby certify that I did not file nor will I file a Federal Income Tax Form for 2004 and I will not file for 2004 or 2005.

I also certify that all the information provided on my Upward Bound Student Income Statement is true and complete to the best of my knowledge.

I have attached proof of income.

Student Signature

Date

Parent/Guardian Signature

Date

Notary, State of Montana

Date

My Commission expires: _____

Student Essay

Please write a 150 word essay on your future plans and goals beyond high school.

[illegible]

Teacher Recommendation Application

TO BE COMPLETED BY A TEACHER OF AN ACADEMIC SUBJECT.

TO THE STUDENT: Please put your name in the space below and give this form to a teacher of a current academic class.

Applicant's Name: _____ High School: _____

TO THE TEACHER: The above named student has applied to participate in the North Central Montana Upward Bound program. This program is designed to help (low-income/first generation college students) high school students with college potential, whose present academic performance does not necessarily reflect that potential, to improve their grades and increase their chances for post-secondary education.

Please fill out the information requested below, place in a sealed envelope and return it to the counselor's office at your school.

Your feedback will help us determine whether this applicant has the potential to succeed in college and would benefit from our services.

Teacher's Name: _____

Subject: _____ Date: _____

Please evaluate the student's performance in each area by circling the appropriate level:

- | | | | | |
|--|-----------|------|------|------|
| 1. Apparent aptitude in subject: | excellent | good | fair | poor |
| 2. Motivation/willingness to learn: | excellent | good | fair | poor |
| 3. Attendance: | excellent | good | fair | poor |
| 4. Homework/preparation for class: | excellent | good | fair | poor |
| 5. Attentiveness/participation in class: | excellent | good | fair | poor |
| 6. Test scores: | excellent | good | fair | poor |
| 7. Use of study skills such as note taking,
outlining, summarizing, etc.: | excellent | good | fair | poor |

Evaluate the student's academic needs by checking all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Motivation | <input type="checkbox"/> Improved reading skills |
| <input type="checkbox"/> Improved effort | <input type="checkbox"/> Improved writing skills |
| <input type="checkbox"/> Improved attendance | <input type="checkbox"/> Improved math skills |
| <input type="checkbox"/> Improved study habits | <input type="checkbox"/> Individual tutoring |
| <input type="checkbox"/> Improved class work & attitude | <input type="checkbox"/> English language development |

Please give us your feelings about the following by circling the level:

1. Does this student have the potential for success in college?

YesMaybeNo
2. Would this student make effective use of Upward Bound to improve academically and go on to college?

YesMaybeNo
3. How long have you known this individual? _____
4. In what capacity have you known the student? (e.g. teacher, counselor, friend, etc.) _____
5. How closely have you worked with the student? (e.g. one class, one semester, over a period of a year, etc.) _____
6. Do you consider you know this student: (check one)

_____ very well_____ quite well_____ casually_____ hardly at all
7. What is your assessment of the student's POTENTIAL ability to participate in academic work?

_____ very bright_____ above average_____ average_____ below average
8. What is your assessment of the student's MOTIVATION to participate in the program?

_____ highly motivated_____ reasonably_____ somewhat_____ lacks motivation
9. If you checked "highly motivated" or "reasonably motivated" give your reasons why you feel the student is that:

10. Comment on your impressions of the student's ability to stay on task, to stick to a job even if it is difficult, etc.

11. Comment on your impressions of how this student responds to pressure, e.g. tight schedules, heavy personal demands, meeting deadlines, fatigue, etc.

12. Comment on your impressions of this student's ability to relate to peers in social situations.

13. Are you aware of any serious disciplinary problems, drug abuse problems, or alcohol problems encountered by this student?

14. Is there any other information that you feel we ought to know about in considering this student for participation in the Upward Bound Program (your input will be treated as confidential).

15. Other comments:

Counselor Recommendation Application

To be completed by the Counselor or Liaison who recommends the Student

*** PLEASE ATTACH A COPY OF THE STUDENTS GRADE TRANSCRIPTS TO THIS PAGE!**

*** PLEASE ATTACH A COPY OF THE STUDENTS MOST RECENT ACHIEVEMENT TEST SCORES TO THIS PAGE!** -if test scores are not available please state why:

I recommend _____ for admission to the North Central Montana Upward Bound Program. I believe this student has the potential to succeed in college, although his/her present grades and/or test scores may not reflect it. To the best of my knowledge, this student meets the requirements for participation the Upward Bound.

Recommended by

Date

School/Organization/Agency

Title

PLEASE SEE THE TRANSCRIPT RELEASE STATEMENT SIGNED BY A PARENT OR GUARDIAN.

Comments:

To the Counselor: Please turn this completed application into the Upward Bound Office,
Jodi Abbott, Director or Henry Brockie, Administrative Assistant. Thank You!